

UCN Job Portal

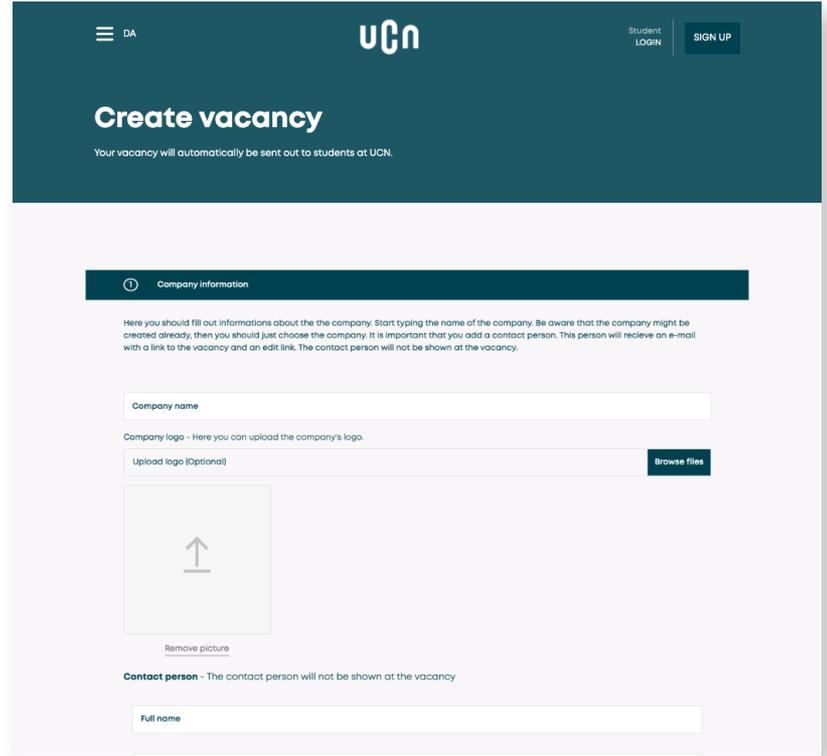
Reach the students from UCN University of Applied Sciences quickly and effectively.

Here's how to create a vacancy

Go to [UCNs job portal](#) and select 'create vacancy'.

You will then be met by an indentation form consisting of **4 steps**, which will take you through the entire process.

On the next page you can see what information you need to have ready.



The screenshot shows the 'Create vacancy' page on the UCN job portal. The page has a dark teal header with the UCN logo, a 'SIGN UP' button, and a 'Student LOGIN' link. The main heading is 'Create vacancy' with a sub-note: 'Your vacancy will automatically be sent out to students at UCN.' Below this is a progress indicator for 'Company information'. The form includes a 'Company name' input field, a 'Company logo' section with an 'Upload logo (Optional)' field and a 'Browse files' button, and a 'Contact person' section with a 'Full name' input field. A 'Remove picture' link is also visible below the logo upload area.

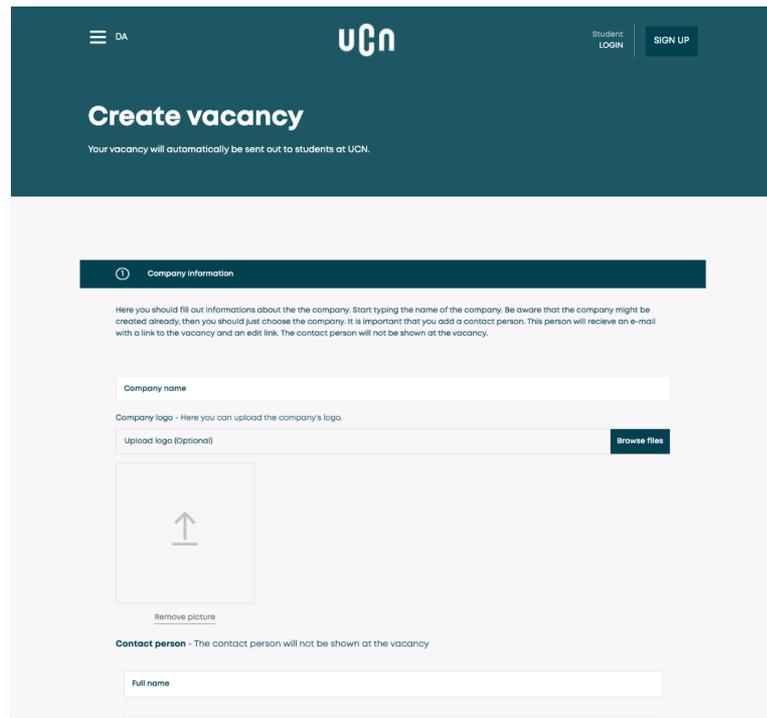
What do you need to have ready?

To post a vacancy, you need the following information/material:

- Job vacancy title
- Link to online application form or application e-mail
- Text for job posting
- Contact person (will not be shown on ad)

Recommended:

- Company logo (preferably square)
- Cover image (preferably 1140 x 450 pixels)



The screenshot shows the 'Create vacancy' page on the UCN website. The page has a dark teal header with the UCN logo, a 'Student LOGIN' link, and a 'SIGN UP' button. Below the header, the main heading is 'Create vacancy' with a subtext: 'Your vacancy will automatically be sent out to students at UCN.' The form is titled 'Company information' and includes a help icon. The instructions state: 'Here you should fill out information about the company. Start typing the name of the company. Be aware that the company might be created already, then you should just choose the company. It is important that you add a contact person. This person will receive an e-mail with a link to the vacancy and an edit link. The contact person will not be shown at the vacancy.' The form fields include: 'Company name' (text input), 'Company logo - Here you can upload the company's logo.' (text input), 'Upload logo (Optional)' (file upload area with a 'Browse files' button), a large image upload area with an upward arrow icon and a 'Remove picture' link below it, and 'Contact person - The contact person will not be shown at the vacancy' (text input) with a 'Full name' label.

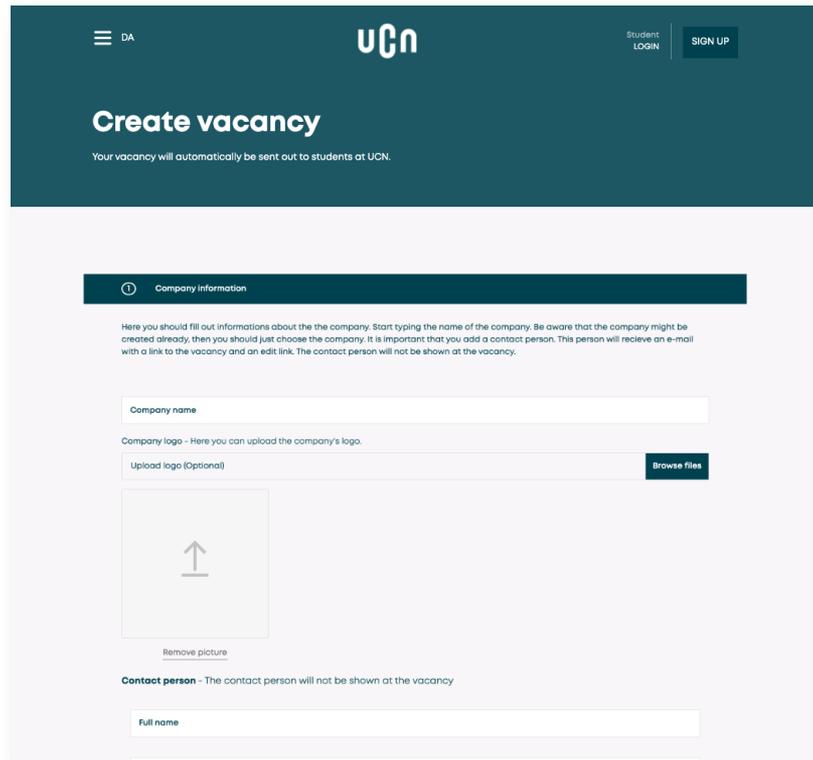
Choose who the ad should be shown to

When you post the ad, you will be asked to decide on both **job type and geography**.

The ad is automatically matched with students based on the selected criteria.

Therefore, we recommend that the information will be filled in as accurately as possible in order to create better matches.

If, for example, your company is located in Aalborg, only Aalborg is to be marked under geography and, for example, not all of North Jutland.



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Choose who the ad should be shown to

The same applies to job types. Here it is possible either to choose a field of study – e.g. 'IT and Design' or education – e.g. 'computer science'. Again, students are matched based on these criteria.

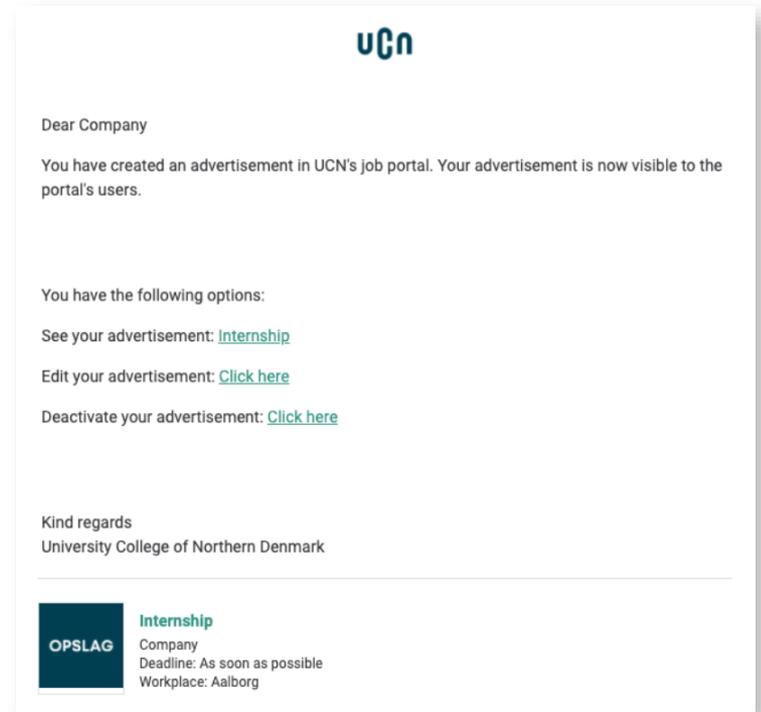
At UCN, we also have many international students who also use the job portal. It is therefore possible to indicate whether 'non-Danish-speaking students' are also encouraged to apply for the position shared on the job portal.

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Manage your ad

When an ad is placed on the job portal, a **receipt email will then automatically be sent to the contact on the ad.**

The receipt e-mail contains links to view and edit the ad so that **it is possible to edit, extend and close the ad yourself** without interference from UCN.



Guidance and support

For help and guidance on internships and collaboration projects, you can always contact erhvervskontakten@ucn.dk.

If you need help or have questions about the job portal, you are always welcome to contact support: support@cyjobapi.com.



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